

REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current position. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form. Supervisors must complete this form for each category of position in their organization and for individual employees as training requirements arise. Only the specific training necessary to perform the work should be documented on this form and maintained by the supervisor. See LMS-CP-4309 for the process description.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required.

ORGANIZATION					
SYSTEMS ENGINEERING COMPETENCY					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
Center Director's annually mandated training (e.g. Ethics & IT Security)	Class/video/web based	Within first year	As required	Annual/as required	
LMS Policy Manual	On-the-job Training	Immediate	30 minutes	N/A	
Systems Engineering Organization Unit Plan	On-the-job Training	Immediate	30 minutes	N/A	
Applicable LMS Center Procedures	On-the-job Training	Immediate	60 minutes	N/A	
Applicable LMS Organizational Procedures	On-the-job Training	Immediate	60 minutes	N/A	
Applicable Organizational Task Descriptions	On-the-job Training	Immediate	60 minutes	N/A	
FACILITY SAFETY HEAD/FACILITY COORDINATOR					
Safety Training per LAPG 1740.3	Class/Video	Immediate	2 hours	As Required	
SOFTWARE RELEASE AUTHORITY					
Software Release Authority	Class	Immediate	4 hours	N/A	
LASER ENGINEERS/TECHNICIANS					
Laser Eye Safety Training	Class	Immediate	4 hours	N/A	
FLIGHT SYSTEMS MECHANICAL DESIGNER					
Introduction to Pro-Engineer	Classroom	As soon as available	1 week	N/A	

FLIGHT SYSTEMS THERMAL ANALYST					
Introduction to PATRAN	Classroom	As soon as available	1 week	N/A	
FLIGHT SYSTEMS STRUCTURAL ANALYST					
Introduction to PATRAN	Classroom	As soon as available	1 week	N/A	
Introduction to NASTRAN	Classroom	As soon as available	1 week	N/A	
FLIGHT SYSTEMS VIBRATION/MODAL TEST TECHNICIAN					
Vib Lab Shaker Operation	On-the-job Training	Within 6 months	1 week	N/A	
M+P Course	Classroom	As soon as available	1 week	N/A	
IDEAS Software Course	Classroom	As soon as available	1 week	N/A	
FLIGHT SYSTEMS VIBRATION/MODAL ANALYST					
Introduction to PATRAN	Classroom	As soon as available	1 week	N/A	
Introduction to NASTRAN	Classroom	As soon as available	1 week	N/A	
IDEAS Software Course	Classroom	As soon as available	1 week	N/A	
THERMAL/VAC TEST TECHNICIAN					
Vacuum Test/Safety Course	Classroom	As soon as available	1 week	N/A	
Clean Room Operation	On-the-job Training	Within 6 months	1 week	N/A	
Thermal-Vac Chamber Operations	On-the-job Training	Within 6 months	1 week	N/A	
EMC TEST ENGINEER/TECHNICIAN					
EMC Test Chamber Operations	On-the-job Training	Within 6 months	1 week	N/A	
FLIGHT SYSTEMS HARDWARE ASSEMBLY/INTEGRATION TECHNICIANS					
Crane/Lift Safety	Classroom	As soon as available	1 week	N/A	
Clean Room Operation	On-the-job Training	Within 6 months	1 week	N/A	
Hardware Cleaning Techniques	On-the-job Training	Within 6 months	1 week	N/A	
FLIGHT SYSTEMS FLUID SYSTEM TEST TECHNICIAN					
Pressure System Tech/Safety Course	Classroom	As soon as available	1 week	N/A	
PYRO ENGINEER					
Pyro Safety	Classroom	As soon as available	1 week	N/A	

FABRICATION ENGINEERING TECHNICIAN GS-0802, 0856					
Equipment Operations	On-the-job Training	Prior to use of equipment	6 months	N/A	
FABRICATION PRODUCTION CONTROLLER GS-1152					
Electronic Purchase Request System	Classroom/On-the-job	Within 6 months	4 hours	N/A	
Work Order Control System	On-the-job Training	Within 6 months	8 hours	N/A	
Writing Statements of Work	Classroom/On-the-job	As soon as available	16 hours	N/A	
Estimating Jobs	Classroom/On-the-job	As soon as available	16 hours	N/A	
FABRICATION RESOURCE CONTROL SPECIALIST GS-0501					
Fabrication Work Order Control System (FWOCS)	Classroom/On-the-job	Immediate	2 hours	N/A	
Time & Attendance	Classroom/On-the-job	Immediate	4 hours	N/A	
FABRICATION QUALITY ASSURANCE SPECIALIST GS-1910					
Precision Measurement Equipment Operations	On-the-job Training	As soon as possible	6 months	N/A	
Quality Inspection/Status Stamp Training	On-the-job Training	As soon as possible	2 hours	N/A	
SPECIALIZED EQUIPMENT OPERATORS					
Applicable Equipment Operations and Safety Considerations	Classroom/On-the-job	Prior to operating equipment	Up to 6 months	As needed	
CERTIFIED OPERATORS/PRACTITIONER					
Applicable Certification Training	Classroom/On-the-job	Prior to operations	Up to 1 week	As needed or required	
BRANCH HEADS					
New Supervisory Training	Classroom	Within first year	80 hours	N/A	
Management & Supervisory Training (MAST)	Classroom	Within first year (or prior)	48 hours	N/A	
Time & Attendance Entry and Approval	OJT	Within 3 months	1 hour	N/A	
Electronic PR System	OJT	Within 3 month	1 hour	N/A	
ALL FABRICATION TECHNOLOGY AREA EMPLOYEES					
T&A Entry Using FWOCS	Classroom/On-the-job	Immediate	4 hours	N/A	